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MEETING OF BUREAU CHIEFS.

September 3, 1920.

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A meeting of bureau chiefs or their representatives was held in the Secretary's office at 2:30 p.m., Friday, September 3, 1920, at which the following were present: The Secretary, Assistant Secretary Ball, Mr. Hobson, Dr. Clark (Weather Bureau), Dr. Mohler, Dr. W. A. Taylor, Mr. Sherman, Dr. Alsberg, Mr. Linton (Bureau of Chemistry), Prof. Whitney, Dr. Howard, Mr. Henderson, Mr. Estabrook, Mr. J. A. Evans, Mr. MacDonald, Mr. Livingston, Mr. Reid, Dr. Haywood, Mr. Marlatt, Mr. Harrison, Mr. Reese, and Mr. Harlan Smith.

Change in the Year book for 1920.

The first matter considered was the suggestion made by Mr. Reid in a recent memorandum to bureau chiefs, copy attached, for changing the form of the 1920 Yearbook. This subject was discussed in considerable detail, and the consensus of the opinion of those present was that the 1920 Yearbook should take the following form:

- (1) The Secretary's Annual Report.
- (2) From one to three or four short articles dealing with the major activities of each bureau; these to be popularly written and as interesting as it is possible to make them, keeping, of course, strictly within the realm of facts. They should not be bombastic or boastful, but should tell about the bureau's achievements in terms of what they mean to the country and to agriculture in particular. They should be fully illustrated.
- (3) A list of the national organizations interested in agriculture; this to be furnished by the Office of Farm Management and Farm Economics, other bureaus cooperating.
- (4) Statistics usually furnished by the Bureau of Crop Estimates, with additional marketing statistics from the Bureau of Markets.

Reclassification Commission's Report and Department
Salaries for 1922.

The Secretary stated that the Cabinet had discussed the question of salary reclassification and all had agreed - the President being very positive - that there could be no general flat increase in salaries, as recommended by the Chief Clerks, but that each department, in its estimates, should recommend such increases as were thought to be absolutely necessary to secure and retain an efficient personnel to handle the work,

and that the salaries should be based on the importance of the duties performed without regard to the reclassification scheme. This was a matter to be very carefully canvassed by the bureau chiefs who should make such recommendations for increases as they deem necessary to secure and retain a satisfactory personnel.

A Proposed Information Service.

Mr. Harlan Smith proposed the establishment in the Office of the Secretary of an Information Service, to be in charge of a Director of Information, who, under the direction of the Secretary, would supervise all the public informational work of the Department. This would include the work now being done through the Division of Publications and certain new activities. It would be taken up in cooperation with all the bureaus with the view of enlarging the scope and increasing the effectiveness of the Department's relations to the press and to the people.

This Service would contemplate among other things -

- (1) A Service Bureau to the general public whose functions would be to see that individual inquirers are accorded full and prompt service on their particular problems.
- (2) The development of more adequate informational work in the field.
- (3) The better circulation of the Department's publications and other informational material.
- (4) An efficient clipping service.
- (5) Better use of the Department's photographic material.

The proposal, in general, appeared to meet with the approval of those participating in the conference and it was decided to put some plan of this sort into effect after the necessary details could be worked out.

The meeting adjourned at 4:30 p.m.

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MEETING OF BUREAU CHIEFS.

October 8, 1920.



A meeting of bureau chiefs and their representatives was held in the office of the Secretary on Friday, October 8, 1920, at 2:30 p.m., at which the following were present: The Secretary, Assistant Secretary Ball, Dr. H. C. Taylor, Prof. Marvin, Dr. Mohler, Dr. W. A. Taylor, Dr. Kellerman, Col. Greeley, Mr. Linton (Bureau of Chemistry), Prof. Whitney, Dr. Howard, Mr. Estabrook, Miss Barnett, Mr. Zappone, Mr. Harlan Smith, Dr. True, Mr. MacDonald, Mr. Livingston, Dr. Haywood, Mr. Marlatt, Mr. Harrison, Mr. Williams, Mr. Reese, and one or two others.

Estimates for 1922.

Reduction in bureau estimates suggested.--The Secretary called attention to the fact that the estimates, as submitted by the bureau chiefs, carry a total increase over the appropriation for the current fiscal year of more than \$15,000,000. While he is very anxious to see that the Department is provided with all the funds it needs to properly conduct its work and while, no doubt, the amount recommended by the bureau chiefs could be used to good advantage, it seemed to him that, if the estimates were presented to Congress as submitted, they might be regarded as extravagant and that there might be an adverse reaction, with the result that Congress might be inclined to give a little attention to the Department's recommendations and would probably take the matter out of the Department's hands and use its own judgment in making reductions. The Secretary believed that, in the circumstances, the estimates ought to be reduced but that the bureau chiefs were best qualified to indicate where the cuts should be made. He suggested that they revise their estimates and make reductions to the point where the Department could take to Congress a program representing its reasonable needs and with the confidence that it would meet with favorable consideration.

Several of the bureau officials, including Dr. H. C. Taylor, Col. Greeley, Mr. MacDonald, Mr. Livingston, and Dr. Kellerman, thought that the total amount recommended by the bureau chiefs was modest in comparison with the increases that would undoubtedly be requested by other branches of the Government.

Prof. Marvin, Dr. W. A. Taylor, and others agreed with the Secretary that the Department would be in a better situation if it were able to present to Congress a program representing the minimum that would reasonably meet its requirements.

The Secretary asked that each chief furnish him a memorandum, not later than the following Monday, indicating just what reductions could be made.

Subsistence expenses.--Mr. Zappone referred to the situation in which a large number of employees of the Department are placed because they are unable to obtain reimbursement for expenditures actually and necessarily incurred while traveling on official business, due to statutory limitations and the decisions of the Comptroller. Every expense that relates in any way to subsistence must be charged as such. Consequently "subsistence expenses" has been construed to mean not only meals and lodging but bath, personal use of room at hotel during the daytime, waiter fees, fees for checking and portage of baggage upon arrival at and departure from hotel, laundry, and telegrams reserving hotel accommodations. If "subsistence expenses" could be confined to meals and lodging, and if such expenses could be averaged for the period of a trip or for a month, in lieu of the present limitation for individual days, Mr. Zappone believed that disallowances by reason of excess for subsistence would be extremely rare.

Mr. Reese called attention to the fact that the Chief Clerk of the Navy Department is endeavoring to secure uniform action among the various branches of the Government service with reference to the allowances for traveling expenses. He did not know the exact status of the matter but indicated that he would look into it.

After discussion, the conclusion was reached that it would not be desirable at this time to attempt to secure the changes suggested by Mr. Zappone, but that it would be best to renew in the estimates the recommendations made by the Department last year, namely, that the limitation on the amount that may be allowed for actual traveling expenses be increased from \$5 to \$7 per diem and the limitation on the per diem allowance be increased from \$4 to \$6.

Thirty days' leave for field employees.--The question of recommending in the estimates that the thirty-day leave privilege be extended to include employees in the field was considered.

Col. Greeley pointed out that employees in the District of Columbia are allowed thirty days' annual and thirty days' sick leave, whereas field employees are granted only fifteen days. He thought there should be no discrimination.

Dr. W. A. Taylor believed it highly desirable for the Secretary to have discretionary authority to extend sick leave.

In view of the salary increases, increases in the per diem, the extension of the salary limit, and the other proposals which the Department is recommending in the estimates, the Secretary was of the opinion that this was not an opportune time to request an extension of the leave privilege.

General legislation.--Mr. Harrison called attention to the fact that several of the bureaus have included in their estimates suggestions for general legislation, and to the request of the Secretary of the Treasury that such proposals be omitted from the estimates and transmitted later to the Speaker of the House and the President of the Senate.

for reference to the Committees on Agriculture.

Prices of Farm Products.

A number of telegrams from live stock and grain associations, addressed to the President, and referred to the Department by Mr. Tumulty, relative to the declining prices for wheat, live stock, and other farm products, were read. Some of these demanded an embargo on Canadian wheat on the ground that importations of it are having a depressing effect on the American market, and all of them urged that some action be taken to insure fair prices to farmers for their commodities, as present prices would not pay for the actual cost of production. Some contained suggestions for a conference in Washington to discuss the general situation. Mr. Tumulty has requested a memorandum upon which a reply to these telegrams may be based.

The Secretary thought that if some practical suggestion could be made to help the situation, it is the Department's duty to focus attention upon it; but he did not see that any good purpose would be served by calling a conference to meet here in Washington unless the Department has some concrete remedy to offer, as it would necessarily result in arousing hopes in the minds of farmers and others that probably could not be satisfied.

Mr. Estabrook suggested that it might be interesting for the Bureau of Crop Estimates and the Office of Farm Management to compile figures showing the declines that have taken place in prices of agricultural as compared with other commodities.

The Secretary designated a committee, consisting of Dr. Ball, chairman, Dr. H. C. Taylor, Dr. W. A. Taylor, Mr. Estabrook, Dr. Mohler, and Mr. Livingston, to canvass the matter thoroughly and to draft, for his consideration, a memorandum which could be used by the President in replying to the telegrams.

Pooling of Trucks.

Mr. Reese presented a plan for pooling the trucks and motorcycles of the various bureaus in Washington (other than those of the Bureau of Public Roads and the Weather Bureau) with a view to more efficient service and a reduction in the number of such vehicles. There are at present 38 trucks and 2 motorcycles in Washington or its immediate vicinity, the bureaus to which they are attached controlling their operation. This arrangement results in some bureaus often doing without the service they need, while other bureaus have trucks lying idle. It was proposed to have the trucks under the general charge of the mechanical superintendent, who could fill orders from the bureaus on application. Mr. Reese estimated that in this way the number of trucks could probably be reduced one-third, with a like reduction in the number of chauffeurs required for their operation. The Department has recently established a central garage in connection

with the mechanical shops, and the centralization of the trucks would not only facilitate their use but would afford better opportunity for the training of chauffeurs and for keeping the trucks in repair.

Col. Greeley felt that, so far as the Forest Service was concerned, the present system was more desirable and that quicker service could be had than by sending to a central garage at some distance from the Forest Service building every time a truck or motorcycle is needed.

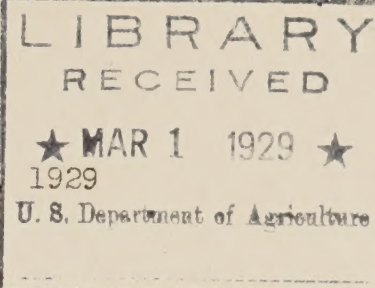
Dr. W. A. Taylor thought that the principal question to consider was whether the chauffeurs could be interchangeable. They become accustomed to particular lines of work and perform other duties than merely driving the car.

The Secretary suggested that the plan be tried out for a month or so and that, if it works satisfactorily, it could be made permanent; if not, the matter can be further discussed at another meeting.

The meeting adjourned at 4.20 p.m.

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February 19, 1929



Minutes of Meeting Held at 2 p.m., Monday, February
18, 1929, in the Motion Picture
Laboratory

In response to a memorandum sent to Chiefs of Bureaus and heads of independent offices by Dr. K. F. Kellerman, Bureau of Plant Industry, a meeting was held at 2 p.m., on Monday, February 18, in the Motion Picture Laboratory, 1363 C Street, S. W. The following representatives were present:

Entomology:

A. O. Baker

Biological Survey:

Frank G. Ashbrook

W. B. Bell

Plant Quarantine and Control Administration:

E. R. Sasscer

Plant Industry:

John W. Roberts

M. A. McCall

Experiment Stations:

H. L. Knight

Library:

Clarabel Barnett

Public Roads:

T. Warren Allen

Chemistry and Soils:

C. D. Kunsman

F. C. Blanck

W. W. Skinner

Grain Futures

Rodger R. Kauffman

Extension Service:

M. C. Wilson

Gertrude L. Warren

Weather bureau:

C. C. Clark

R. Y. Weightman

Agricultural Economics:

Joseph A. Becker,

Office of Solicitor:

A. W. Boyle

Forest Service:

E. H. Clapp

Dairy Industry

L. A. Rogers

Home Economics:

Ruth O'Brien

Animal Industry:

Benjamin Schwartz

Office of Information:

M. S. Eisenhower

M. C. Merrill

Mr. C. C. Clark, of the Weather Bureau, was elected temporary Chairman of the meeting. He explained the purpose of the meeting and gave those present some history concerning previous meeting that had been called to interest the scientific and technical employees of the department in organizing for the purpose of representation in matters in which they were vitally concerned.

The following officers were elected for the permanent committee:

C. C. Clark, Chairman

W. W. Skinner, Vice Chairman

Frank G. Ashbrook, Secretary

A motion was passed that the Chairman be empowered to appoint an executive committee, including the officers, to form plans for organizing the scientific and technical representatives of the department, and he named the following as additional members of the committee:

M. S. Eisenhower - Office of Information
John W. Roberts, - Bureau of Plant Industry
Roy Headley - Forest Service
Benjamin Schwartz - Bureau of Animal Industry
Joseph A. Becker - Bureau of Agricultural Economics

It was decided to call a meeting of this committee on Wednesday, February 20, at 3 p.m., in Dr. Skinner's office, Fifth Floor, Bureau of Chemistry Building. The Secretary notified each member of the committee by telephone.

Frank G. Ashbrook,
Secretary.